

DEPUTY CLERK – CLERK OF THE CIRCUIT COURT

GENERAL DEFINITION

Performs responsible administrative and technical clerical work in the Clerk of the Circuit Court's Office. Incumbent will handle a variety of clerical and administrative duties.

ORGANIZATIONAL RELATIONSHIP

Position is generally supervised by the Clerk of the Circuit Court, as well as takes direction from designee as needed.

TYPICAL TASKS

- Acts as a liaison between the office and other departments on routine administrative matters;
- Answers telephones, handles calls, routes to appropriate individual or takes messages. Ensures customers, vendors and employees are handled in a professional and courteous manner;
- May perform accounts receivable, as required;
- May transcribe and type a variety of documents, prepare memos, letters and reports and compose such items, as needed;
- Posts a wide assortment of information to records;
- Performs day to day clerical functions within the department;
- Records all criminal court cases in Circuit Court;
- Handles inquiries from the public, attorneys, other agency representatives;
- Manages and maintains the files and record systems of the office;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Keen knowledge of the principles and techniques of public or business administration; considerable knowledge of office objectives, functions, procedures and organizations; ability to work under pressure in handling multiple tasks, multiple deadlines, and multiple directives; extensive knowledge of Microsoft Word and Excel, ability to transfer information between records with accuracy and have legible handwriting; ability to work in a team environment or independently as needed; strong public relations skills to maintain effective working relationships with public officials, staff, and citizens; ability to prepare complex records and reports; ability to use a variety of office equipment; ability to keep and maintain records and to follow up on Court or administrative actions, as needed.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a high school education with additional course work in legal or the judicial system preferred.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

None

PHYSICAL DEMANDS

Must be able to occasionally lift 20 pounds, sit for long periods of time at a desk, and operate a computer and general office equipment.

WORK ENVIRONMENT

Work is generally performed in an office environment.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last Updated 11/16/07)(Reviewed & Updated 5/20/2010)

FLSA Status: Exempt
 X Non-Exempt

Pay Grade 9